

## Weekend ANR Building Reminders

### Before Event

- Reserve Room in calendar
- Label food or drink to be kept in fridge Friday night  
Include: Unit, host name, date of intended use
- Communicate any special needs to Facilities (ASK Button)  
Include: Custodial, HVAC, access requests

### During Event

- Turn thermostats on (Coast, Bay, Sierra)
- Keep exterior building doors closed
- Keep meeting room doors closed

### After Event

- Remove all trash to dumpster and replace new bag
- Clean any spills/food debris from tables, chairs, and floor  
Paper towels, mop, broom located in break room  
Vacuum and sweeper located in 201
- Leave meeting room doors open
- Turn off monitors
- Lock all exterior doors  
Deadbolt doors 7 & 8  
Remove clamps on all other doors
- Ensure building is clear of all people before setting alarm

Submit an ASK Button to inform Facilities of anything that needs attention.